



## NOTES FROM THE DIRECTOR

### Alternate Accountability

Each year, schools that do not have the necessary data to calculate School Report Card scores must participate in the Alternate Accountability process. This includes schools with fewer than 20 tested full academic year (FAY) students; new schools; schools without tested grades; and schools exclusively serving at-risk students. These schools are required to complete the Alternate Accountability Determination form and submit it to the Office of Educational Accountability (OEA). We are sending notifications out to principals this week for those schools that fall into the Alternate Accountability process. **Forms are due June 23, 2017.**

Note that those schools with fewer than 20 tested FAY students will be notified of the need to complete the form in late summer – after we've received testing files from the vendors.

While the forms are not due until June 23, we encourage Alternate Accountability schools to complete the process in the next six weeks before the end-of-year crunch. Alternate Accountability is a district-supervised self-evaluation process in which schools report and evaluate their performance in raising student achievement in reading, mathematics, and in preparing students to be on-track for college and careers. Completing the process now, while school goals, student data, and staff are readily available makes the completion of the form much easier.

For more details on Alternate Accountability, including resources to help complete the determination form, contact Alison O'Hara (608-266-5182) or visit:

<http://dpi.wi.gov/accountability/alternate-accountability>. As always, feel free to contact us with any accountability questions at [oeamail@dpi.wi.gov](mailto:oeamail@dpi.wi.gov).

*Laura*

Laura Pinsonneault, Director  
Office of Educational Accountability

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## WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATE

### Forward Exam

- As of today 57 percent of Forward Exams have been completed statewide. Thanks to everyone for your work in administering the assessments.
- **Administrator Tutorial Videos Now Available**
  - Using the Student Status Dashboard to Monitor Testing Status

- Applying and Viewing Not Tested Codes (NTCs)

## Reminders

- **General Reminders**

- Please review the manuals and guides posted on the [DPI Forward Exam Resources web page](#) before calling the DRC helpdesk or DPI.
- Please ensure that you add all student accommodations in eDIRECT prior to printing test tickets. A student's test ticket will only show online (embedded) accommodations and supports, not standard (non-embedded) ones.

- **Chromebook Setup Reminder**

- Please ensure all keyboards for students testing on chromebooks are set to "English" prior to testing. If student keyboards are set to "international," students may receive an "invalid character" when using certain character functions while working on the Text Dependent Analysis essay portion of the test.

If an invalid character message appears on a student test, the proctor would need to assist the student in pausing and exiting the test, go into the system settings and change the keyboard to "English" and then have the student log back into the test.

- **Load Simulations Reminder**

- IMPORTANT: Technology readiness steps include use of the Load Simulation in the Device Toolkit and Testing Site Manager (TSM) (See Technology User Guide Volume II pp. 58-67 for more information about Load Simulations). Once Load Simulations have been completed, be sure that the "Enable Load Simulation" box is unchecked in the Device Toolkit Configuration page before students begin testing as the Load Simulation may interfere with normal student testing.

### Configuration for test load sim default

Configuration
Create Configuration Files
Devices
Logs

ORG Unit ID

QyDalCEUm

ORG Unit Name

test load sim default

Proxy Host

e.g., http://10.3.97.118:8080/

(Proxy host address is only needed when using a Proxy Server. Check with your Network Administrator.)

Enable Auto Update

☐

Enable Content Caching

☐

Enable Load Simulation

☐

TSM Content Caching and Simulation Server Name

e.g., https://xyzxyz-legacy-prod.drc-centraloffice.com:8443/

Enable Response Caching

☐

Update Configuration

Delete ORG Unit

Cancel

IMPORTANT: Be sure to enable load simulations ONLY when you are actually conducting a load simulation test between your TSM and a set of student testing devices (See Technology User Guide Volume II pp. 58-67 for more on conducting load simulations). When preparing for actual student testing (when students are logging in and taking tests) be sure to DISABLE load simulations in the Configuration page of the Device Toolkit.

# ACT HIGH SCHOOL ASSESSMENTS

## ACT with writing and ACT WorkKeys

- **How can a student view their ACT score online?**
  - To create a student, click the link to the [ACT web account](#), choose “Create Account”, and complete the necessary information.
  - In order for state testing scores to match to the student account, the first name, last name, date of birth, email address, and home address need to be entered exactly as they were provided on the student answer document.
  - If the matching fields provided during the account creation process do not match up with what the student provided on the answer document, then the student will need to contact Student Services ([ACT-WebAccount@act.org](mailto:ACT-WebAccount@act.org)) to get assistance with matching their scores to their web account.
  - Scores are loaded in the system routinely, so if the student at first does not see their results when creating an account, they should check back periodically within the 3-8 week period post testing.

## Reminders

- **Updating the Not Tested Information for ACT and WorkKeys**
  - The deadline for entering the reasons students did not test during initial, make up, or emergency test dates is May 15.
  - Please see the email from ACT sent on March 16 for instructions on how to enter not tested information for individual students or for multiple students at one time.

## Aspire Early High School

- **Upcoming Deadlines**
  - **April 14:** Deadline for test coordinators to set up online test sessions
    - All student accommodations information should be added to the Personal Needs Profile (PNP) in the Aspire portal.
    - If a student needs a PNP added or updated, this must be completed before placing the student in a test session.
  - You can continue to add students, edit PNPs, and create test sessions up until testing begins, as needed.
  - Please refer to the full ACT Aspire calendar of dates and deadlines offered in two formats: [Schedule of Events](#) and [Checklist for Success](#). These documents include the same information, but one is in a calendar format and the other in a checklist format.
- **Chromebook Setup**
  - Chromebook OS 57 was recently released. As with all new releases, the ACT Aspire team is running test cases to determine if there will be any glitches or patches needed.
  - At this time Chromebook OS 57 is not fully supported by TestNav, meaning please do not update your software until after Aspire testing has completed.
  - If you have already upgraded to OS 57, you will be able to use TestNav and will need to make a judgement call as to continue using it for Aspire testing or not.

- The following TestNav support website will be updated once test cases on OS 57 have been completed;  
<https://support.assessment.pearson.com/display/TN/TestNav+System+Requirements>.

## Reminders

- **Student Transfers – please check your transfer request queue in the portal**
  - New school: The portal administrator at the new school initiates the transfer.
    - Hover over the Students tab and select Student Transfer Request
    - Complete and submit all required information fields including the name of the previous school.
  - Old school: The portal administrator at the previous school reviews and approves the request.
    - Portal administrator at the previous school selects the Students tab on the top navigation bar in the Aspire portal, then selects the student request queue, and approves/rejects the transfer requests that are pending as soon as possible.
    - This step must be completed to allow the new schools to establish the test sessions for these students.
  - For more details, see [Portal User Guide](#) p. 40-43 or the *Transferring Students* summative training video in the [Aspire Training Management Site \(TMS\) site](#).
- **Portal Guidance for Students Who Attend School Outside the School Of Residence**
  - There are two distinct situations that may affect your student data reporting in the ACT ASPIRE portal:
    - (A) Students who attend one of the Wisconsin residential schools or County Disability Education Board programs (Wisconsin Center for the Blind and Visually Impaired, Wisconsin School for the Deaf, Lakeland School of Walworth County, Syble Hopp Elementary and Secondary School of Brown County)
    - (B) Students who attend a school in a different district than their district of residence per Individual Education Program (IEP) or other educational plan
  - If either of these situations applies to students in your district, please follow the instructions in the **Aspire Portal Guidance Document for Students who Attend Schools Outside Their School of Residence** linked on the [DPI ACT Aspire Test Administration Resources page](#).
- **Instructions for Marking Students as “Will Not Test” in the Aspire Portal**
  - If you have students who will not test either because they are taking the DLM, parent opt out, recently arrived English Learner (EL), or for another reason, leave the students’ information in the portal and **do not add them to test sessions**.
  - Then, follow the steps below to indicate that the student will not test.
    1. Hover over the Students tab, and select Find Students
    2. Locate the appropriate student by using the search fields
    3. From the same Student's Profile, click on the Testing Accountability tab
    4. Select the Subjects the student is not testing in and select the appropriate Will Not Test reason

- **Change to Test Coordinator Role in Aspire Portal**

- New this year, there is an update to the Test Coordinator Role in the Aspire portal. Users assigned the Test Coordinator Role are now able to view all test sessions.
- Proctors or room supervisors should be assigned the Educator role in the Aspire portal.
- Aspire portal administrators should make this change to user roles as necessary.
- After updating users' roles, it may take an hour or two for the new permissions to refresh.
- For assistance, please contact ACT Aspire Early High School Customer Support at (888) 802-7502.
- Please note this update is not reflected in the User Role Matrix found in Appendix D, p. 127-140 of the [2017 Portal User Guide](#). Remember that in Avocet, to see the full document, you need to click the download icon in the top right of the window to download.

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## Reading Readiness

- **REIMBURSEMENT REQUEST**

- The deadline to request reimbursement for the Reading Readiness screening was set for **Friday, April 7, 2017**. If your district has not yet sought reimbursement, it would be appreciated if you could make the request as soon as possible (Emails were sent on April 11 to the District Assessment Coordinator (DAC) of each district that has yet to submit the request). If you have questions, please contact Duane Dorn at 608-267-1069 or [duane.dorn@dpi.wi.gov](mailto:duane.dorn@dpi.wi.gov).

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## ACCESS for ELLs

### Reminders

- **English Language Proficiency (ELP) SCREENER CHANGES for 2017-18**

- For Grades 1-12
  - WIDA will be discontinuing the W-APT on August 31.
  - The new screener for these grades is called the WIDA Screener.
  - The WIDA Screener is essentially the current ACCESS test with fewer questions.
  - Administration is identical, but Speaking and Writing are scored locally.
  - Paper versions are available for purchase, while the online version is free.
  - MODEL will not be allowed as a screener for grades 1-12 after this school year, as it's no longer completely aligned with the ACCESS for ELLs test due to last summer's Standard Setting. (See below.)
- For Kindergarten
  - You can use either the K-WAPT or the K-MODEL for screening.
  - The K-WAPT remains free, and the K-MODEL is still a district purchase.
- Training
  - Available now on the WIDA Website [here](#).
- Availability of WIDA Screener
  - We will enable the WIDA Screener after the Forward Assessment ends to allow you to begin using it and training on it.

- **INFORMATION ON STANDARD SETTING IMPACTS**

- Last summer WIDA undertook a Standard Setting. This revised the ACCESS for ELLs Cut Scores.
- Student Progress will look different on ACCESS this year. Information is being released over the next few months [here](#).
  - Please note the Overview Flier and Parent information on that page.
- Recorded webinars explaining the changes can be found [here](#).

- **UPCOMING DEADLINES**

- **Aprils 21, 2017**
  - Score Reports and data files received
- **April 21 - May 4, 2017**
  - Post-Reporting Data Validation Window

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## Dynamic Learning Maps (DLM)

- **New - DLM Status for KITE Client has returned to GREEN.**

- This means that there are no delays and the system is functioning normal. DLM will continue to monitor the system to ensure a smooth testing experience. Please share the following information with your test administrators:

**How to tell if it's a good time to test a student?**

- Go to <http://dynamiclearningmaps.org/kite>
- If the status on the KITE Client is green, you should be good to go. If the status is yellow or red, DLM suggests to avoid testing students if possible.

- **New - Test Administration Monitoring Report**

- At the state level, we are over halfway done testing with 54 percent of the required testlets completed. District Assessment Coordinators should use the Test Administration Monitoring Report function in Educator Portal to ensure that all required testlets are completed by the end of the test window. However, please note that Social Studies testlets are being reported as a 'zero' for all students in this report. DACs should confirm with test administrators that they have completed the rater form and submitted the performance level for students in grades 4, 8 and 10. All other content areas are reporting accurate data.

## Reminders

- ***Student Test Tickets and Testlet Information Pages (TIPS)***

- Instructions on how to locate student test tickets and Testlet Information Pages can be found in the [Educator Portal User Guide](#) beginning on p. 53. Please see the REMINDER below if you are unable to locate test tickets.

- **DLM Test Tickets**

- Please remember that test tickets will only appear if a student has been rostered in each required content area and whose First Contact Survey (FCS) has been submitted. Test administrators must complete the required training and agree to the security agreement in Educator Portal before they will receive test tickets for a student.

- **DLM Test Administration Monitoring**

- It is important for district assessment coordinators to monitor the completion of the DLM testlets. Those with the District Technology Coordinator (DTC) role in Educator Portal are able to download a *DLM Test Administration Monitoring Report* in order to track the number of testlets required and completed. Directions on how to use the Report function can be found in the [Educator Portal User Guide](#) beginning on page 75.

- **Required Number of Testlets Per Grade and Content Area**

- The chart below shows the number of testlets to expect during spring assessment. It is organized by grade for each subject area. Wisconsin assesses English language arts and math in grades 3-11, science in grades 4 and 8-11, and Social Studies in grades 4, 8 and 10. Test administrators should verify that they have completed all required testlets before the end of the test window. Students may be assigned Field Test testlets once all of the required operational testlets have been completed. Test administrators will know that it is a field test testlet by the naming convention. Field test testlets will contain a 'R' in the name e.g. ELA RI.3.4 IP R4943.

Grade	Math Testlets	ELA Testlets	Science Testlets	Social Studies Testlet
3	6	7	-	-
4	7	7	9	1
5	6	7	-	-
6	6	6	-	-
7	6	6	-	-
8	6	6	9	1
9	6	6	9	-
10	6	6	9	1
11	6	5	9	-



- **Student Mobility During Window**

- Every year, students move during the spring assessment window. Several methods are available to move a student from one school to another. Once testing has begun, some methods are highly effective and some are not recommended. The DLM created [document](#), serves as a guide for these methods. Please contact [Kristen Burton](#) or the [DLM Helpdesk](#) for assistance if necessary.

- **Teacher Survey**

- DLM staff request your help encouraging teachers to participate in the teacher survey in support of the assessment's validity argument. A teacher survey is assigned for every student in KITE® Client. Teachers are encouraged to administer at least one testlet per content area prior to responding to the survey. Sections inquiring about the teacher's experience only need to be completed once if the teacher receives multiple surveys (one per student). The total survey may include between 8-12 items and is estimated to take 5-10 minutes to complete.

- **Spring Assessment Resources**

- Materials Collections Lists have been posted on the Educator Resource Pages for [ELA](#), [Math](#) and [Science](#). These are lists of materials by subject and grade, including materials to use with alternate test forms for students with visual impairments. The lists contain materials commonly needed in testlets and materials that may be substituted unless the TIP specifically states that no substitutions are allowed. This gives test administrators more opportunity to prepare for the assessment before the testing window opens.

A [Writing Testlet FAQ](#) has also been updated for spring 2017 and added to the Educator Resource Pages. The DLM writing testlets assess a student's ability to communicate using writing and the precursor skills that lead to writing. The FAQ details how writing testlets are assessed in DLM testlets as well as how to prepare to administer a writing testlet as a test administrator.

- DPI has created checklists for [Test Administrators](#) and [District Test Coordinators](#) with the required steps for the DLM assessment. We hope that you find these new tools helpful.

## DAC DIGEST DIGESTIBLES

Important Dates to Remember		
April	3: Deadline to set up Proctor Cache.	Aspire
	3-21: Window for technology coordinators to conduct final online technology readiness testing.	Aspire
	14: Deadline to enter PNPs and set up online test sessions.	Aspire
	17-21: Districts receive paper shipments for Braille, Large Print, and ASL.	Aspire
	24-May 26: ACT Aspire testing Window	Aspire
MAY	5: DLM testing window closes	DLM



Important Tasks to Remember	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Review <a href="#">DAC Guide</a>.</li> <li><input type="checkbox"/> Review <a href="#">Accessibility Guide</a> and <a href="#">Training</a>.</li> <li><input type="checkbox"/> Review <a href="#">Test Administration Manual</a>.</li> <li><input type="checkbox"/> Review <a href="#">eDIRECT User Guide - Students and Testing</a>.</li> <li><input type="checkbox"/> Practice with <a href="#">Online Tools Trainings</a>.</li> </ul>	Forward
<ul style="list-style-type: none"> <li><input type="checkbox"/> Manage users and permissions in the Aspire portal.</li> <li><input type="checkbox"/> Assign room supervisors and proctors the Educator role in the Aspire portal.</li> <li><input type="checkbox"/> Upgrade to TestNav 8.8 for Aspire testing.</li> <li><input type="checkbox"/> Setup Proctor Cache for Aspire.</li> <li><input type="checkbox"/> Enter PNPs in Aspire portal.</li> <li><input type="checkbox"/> Set up online test sessions in Aspire portal.</li> <li><input type="checkbox"/> Conduct test staff training session.</li> </ul>	Aspire Early High School
<ul style="list-style-type: none"> <li><input type="checkbox"/> Review Data Validation modules.</li> <li><input type="checkbox"/> Plan for Data Validation March 7-15.</li> </ul>	ACCESS
<ul style="list-style-type: none"> <li><input type="checkbox"/> Update secure browser for <a href="#">DLM KITE Client</a>.</li> <li><input type="checkbox"/> Add new users, students and rosters to <a href="#">Educator Portal</a> and <i>validate</i> the data.</li> <li><input type="checkbox"/> Encourage test administrators to complete the <a href="#">required test administrator training</a> as early as possible.</li> </ul>	DLM
<ul style="list-style-type: none"> <li><input type="checkbox"/> Submit the Reading Readiness Reimbursement Request Form by April 7, 2017.</li> <li><input type="checkbox"/> Ensure relevant team members are aware of the information regarding reading readiness assessment at <a href="#">Reading Readiness Overview</a> and <a href="#">Reading Readiness FAQ</a>.</li> </ul>	Reading Readiness

Online Resource Highlights		
<i>As new resources are posted to our website, we will include them here for your convenience. This is NOT an exhaustive list, but meant to highlight resources with significant relevance to our upcoming test windows.</i>		
Resource	Description	Assessment
<a href="#">ACT &amp; WorkKeys Report Schedule</a>	Descriptions and delivery dates for district, school, and student-level reports	ACT/WorkKeys
<a href="#">ACT Data and Results</a>	DPI webpage with links to sample reports and resources for understanding and using ACT reports	
<a href="#">TestNav 8 Online Support page</a>	Information on upgrading TestNav to 8.8	Aspire
<a href="#">Schedule of Events</a>	Calendar of Aspire dates and deadlines - updated 2/9	
<a href="#">Technology Readiness Webinar</a>	Recording of Aspire Technology Webinar	
<a href="#">Test Administration Webinar</a>	Recording of Aspire Test Administration Webinar	
<a href="#">ACT Aspire TMS Training Site</a>	Self-paced training modules on a variety of topics related to pre-test tech readiness, assessment preparation, assessment administration, post assessment steps, and reporting and data usage. To access the modules, go to the website, enter your email address, and then select the training videos from the summative module category.	
<a href="#">ACCESS for ELLs Calendar</a>	Provides an overview of relevant 2016-17 dates	ACCESS
<a href="#">WIDA Resources</a>	Revamped training and manuals for 2016-17	

<a href="#">Educator Portal User Guide</a>	Provides guidance and support for users navigating Educator Portal	DLM
<a href="#">Data Management Manual</a>	Supports data managers with managing user, student, and roster data in Educator Portal	DLM
<a href="#">Test Administration Manual</a>	Supports Test Administrators in preparing themselves and students for the DLM assessment	DLM
<a href="#">OSA Office Hours Webinar - 3/16 recording now posted</a>	The DAC Resources and Trainings page will house our recorded webinar, as well as the accompanying PPT	General
<a href="#">Report Card Resources</a>	Various resources to assist in understanding, explaining, and using the 2015-16 School and District Report Card data	OEA